

# **Vilna & District Municipal Library Board Policy Manual**

**Category:** Materials

**Policy Number:** 608

**Title:** Interlibrary Borrowing

**Policy Statement:** The needs of our community can be met more effectively by sharing resources and services through NLLS and the TRAC Consortium.

**Guidelines and Procedures:**

1. The library will provide an Interlibrary Loan service to its patrons.
2. The library will provide information services to its patrons. If local resources do not provide the needed information, the library accepts responsibility for securing information through NLLS.
3. Interlibrary loans and other resource sharing arrangements, as they arise, shall be made in keeping with the Alberta Libraries Act.
4. The board is prepared to cooperate with Library Boards throughout the province and particularly within NLLS and the TRAC Consortium.
5. Interlibrary loan materials will be obtained for registered patrons only.
6. Interlibrary loan materials, borrowed by patrons, are subject to loan procedures of the lending library, as outlined in their respective by-laws, unless it is otherwise stipulated by the lending library.
7. The borrowing library shall pay the lending library for any lost or damaged Interlibrary Loan materials. We in turn can/will pass these costs, including fines to the patron that borrowed the material.
8. Some libraries charge for interlibrary loans. If this is the case, a patron must be advised. The item will only be ordered if the patron is willing to pay the charges.

**Date Approved:** January 2, 2021

**Date to be Reviewed:** January, 2024